



MH/MR Employment Specialist

Department: MH/MR/SA

EEO Code: 22

Class Code: 4344

FLSA: N

Effective: 01/07/1995

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in providing employment services to persons with disabilities; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Meets with consumer and significant others to assess skills, abilities and interest; collects and analyses psychological, sociological, medical and educational reports; assists in developing consumer service plan; develops appropriate job opportunities by interviewing employers for potential jobs and selling the employment program; compiles data and develops environmental and job analysis; negotiates duties to establish best job match; provides intensive one-to-one job site training at integrated employment settings in the community; designs training methods, compiles sequence of duties, develops task analysis, collects probe and prompt data and develops reinforcement strategies; assists consumer in performing job duties; provides ongoing support to consumer and employer throughout duration of employment; teaches consumers in the areas of employment, social, transportation, daily living, and self-help skills as needed utilizing task analysis, systematic instruction and other training techniques; provides supervision of consumers in areas of medication administration, administration of first aid and ensuring safety of consumers; documents consumer progress and prepares a variety of reports; attends staff meetings; determines contract needs including daily production quotas and standards of quality; performs contract work as needed; may supervise and evaluate staff; develops, writes and implements various work incentive plans; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of principals and practices supported employment including assessment, job development, and job placement; of training methodologies for individuals with severe disabilities and challenging behaviors.

Considerable skill in developing and maintaining good working relationships with consumers, families, other staff and external customers; in analyzing social security laws and formulating work incentive plans; in communicating effectively orally and in writing.

Considerable ability to assist consumers with a variety of labor intensive job duties lift up to 50 pounds and to stand for long periods of time.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in a human services related field and one year of experience working with individuals with disabilities in an employment setting; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Valid Driver's License

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
